



# The Federated Indians of Graton Rancheria

6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ■ 707-566-2288 ■ www.gratonrancheria.com

## PAYROLL ACCOUNTING CLERK

### Position Description

<b>Department:</b>	Finance Department
<b>Pay Range:</b>	\$18.00 - \$27.00
<b>Hours/week:</b>	40
<b>Classification:</b>	Non-exempt

<b>Reports to:</b>	Chief Financial Officer (CFO)
<b>Effective Date:</b>	July 1, 2017
<b>Revised Date:</b>	September 12, 2018
<b>Type:</b>	Full-time

### MISSION STATEMENT

*The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all citizens; and to foster the value of education.*

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Federated Indians of Graton Rancheria are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Interact in an honest, trustworthy and respectful manner with Citizens, Tribal Council, other employees, visitors and vendors.
- Comply with the Tribe's policies and procedures.
- Display respect and understanding of the Tribe's culture, traditions, and values.
- Maintain a current insurable driver's license.

### POSITION PURPOSE

The Payroll Accounting Clerk has specific responsibility for the processing of payroll, and entering payroll data into the payroll system. Responsible for balancing payroll runs, producing federal, state, and local tax payments. Additionally, ensure that employee benefit plans are reconciled on a monthly basis. The Payroll Accounting Clerk may also provide accounting support to other fiscal personnel during peak periods and heavy demand for fiscal services.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Ensures that proper accounting controls are in place and that the strictest level of confidentiality is maintained with regard to employee information.
2. Maintains ledgers, journals, logs, files and other fiscal accounting records related to payroll, and employee benefits.
3. Reviews insurance vendor invoices for accuracy, and collaborates with HR to ensure payments for employee benefits are made timely and accurately.
4. Coordinates with HR on any employee census changes, new hires, terminations, or other information that may impact benefit enrollment and, therefore, deductions from employee's payroll.

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5. Follows-up on unapproved and missing timesheets.
6. Obtains signatures and required approvals, as needed, on payroll checks.
7. Sets up, and maintains all payroll files and employee time work records in conjunction with the third party vendor.
8. Verifies that hours worked are coded to the appropriate funding sources.
9. Monitors all incoming payroll adjustments, including the input of terminations, retro pays, end-dating deductions, PTO payouts, change in employee status, cancellation of direct deposits, and garnishments.
10. Completes requested reports related to payroll, or withholdings on payroll, ensuring accuracy.
11. Ensures that records, statements, and reports are provided in accordance with generally accepted accounting principles and government regulations, as well as internal accounting controls.
12. Performs other duties, as assigned.

### MINIMUM MANDATORY QUALIFICATIONS

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|--|---|
| Experience:  | <ul style="list-style-type: none"><li>• One to two years of experience in bookkeeping or accounting, and benefits, AND</li><li>• One to two years of experience processing payroll, payroll reports, and reconciliation of benefits, AND</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• High School Diploma or equivalent GED.</li></ul>  |
| Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Ability to make calculations and tabulations and review accounting and related documents accurately and efficiently.</li><li>• Ability to prepare clear and accurate financial records, reports and statements in a timely manner.</li><li>• Ability to perform basic math calculations such as addition, subtraction, multiplication, division and basic algebra.</li><li>• Ability to work independently, and must possess a high degree of integrity and trust.</li><li>• Ability to organize, set priorities and exercise sound judgment within established guidelines.</li><li>• Ability to understand and carry out written and verbal instructions; communicate clearly and concisely both verbally and in writing; establish and maintain highly effective working relationships.</li><li>• Ability to work with people of all ages and diverse backgrounds in a courteous and professional manner.</li><li>• Ability to work efficiently and effectively under deadlines, completing tasks timely.</li><li>• Ability to master and effectively use the accounting software used at FIGR.</li><li>• Excellent verbal and written communication skills.</li><li>• Knowledge of methods, practices, documents, terminology, and compliance requirements related to payroll processing, payroll tax withholdings and payroll tax reporting.</li><li>• Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, Outlook, etc..</li><li>• Successful clearance of all pre-employment testing and background checks.</li><li>• Possession of a valid driver's license throughout employment, and eligibility for coverage under the Tribe's vehicle insurance policy.</li></ul> |

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- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Ability to perform other duties as assigned.

### **PREFERRED QUALIFICATIONS**

- Experience with Tribal Government accounting
- Experience with Abila MIP accounting software

### **WORK ENVIRONMENT**

**Work environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Though not expected for this position, limited overnight travel may be required from time to time.

**Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with Citizens, employees, vendors and staff.

**Mental demands:** There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various topics and, at times, complicated issues.

### **TRIBAL AND INDIAN PREFERENCE**

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has implemented a Tribal and Indian Preference in Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

### **OTHER**

**Confidentiality:** All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

**Background investigation:** This position is subject to a criminal history and fingerprint background check, and in some positions, may also be subject to a Fair Credit Reporting Act (FCRA) check. In addition, all positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

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Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment.

***Disclaimer:*** *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

### ACKNOWLEDGMENT

I have reviewed the content of the **Payroll Accounting Clerk** position description and have been provided a copy of the position description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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*Employee (printed name)*

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*Employee (signature)*

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*Date*

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*Supervisor (printed name)*

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*Supervisor (signature)*

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*Date*